

STANDARD FORM 136  
MARCH 1960 EDITION  
GENERAL SERVICES ADMINISTRATION  
REG. 3.1-102.00

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070016-9  
**BIENNIAL SUMMARY  
OF RECORDS HOLDINGS**

DEPARTMENT OR AGENCY  
**CIA**

TO:  
**Office of Records Management  
NARS, GSA  
Room 608, National Archives**

One copy of this report is to be submitted to General Services Administration, National Archives and Records Service, Washington 25, D. C., by each Federal agency within 30 days after the close of Fiscal Year 1960, and every even year thereafter (*See instructions on reverse*).

**LOCATION OF RECORDS**

**VOLUME OF RECORDS ON HAND - END OF FISCAL YEAR (*Cubic feet*)**

**DEPARTMENT**

**FIELD**

**TOTAL**

**CURRENT FILE ROOMS AND OFFICES**

**187,975**

**STAGING, HOLDING, AND OTHER STORAGE AREAS**

**59,616**

**TOTAL**

**247,591**

**REMARKS** (*Agencies may include here data on progress made during the period in disposal, transfer, and scheduling of records*)

- 1. Holdings in storage areas increased 26% over FY 1959**
- 2. Destruction of records increased 40% over FY 1959**
- 3. Both "A" and "B" type disposition workshops were given during FY 1960**

# I N S T R U C T I O N S Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070016-9

## GENERAL

RECORDS TO BE REPORTED HEREIN, WITH NO DISTINCTION MADE BETWEEN THEM, ARE TO INCLUDE THE FOLLOWING:

1. ALL OF THE RECORDS OF THE REPORTING AGENCY;
2. RECORDS HELD AT THE SITE FOR GAO AUDIT; AND
3. OFFICIAL PERSONNEL FOLDERS (LEGALLY RECORDS OF THE CIVIL SERVICE COMMISSION) IN THE CUSTODY OF THE REPORTING AGENCY.

NONRECORD MATERIAL (AS DEFINED IN THE RECORDS DISPOSAL ACT OF JULY 7, 1943, AS AMENDED) IS TO BE INCLUDED IN VOLUME REPORTED IF THE REPORTING AGENCY'S PRACTICE CALLS FOR STATISTICS ON THIS TYPE OF MATERIAL.

NO VOLUME SHOULD BE INCLUDED FOR AGENCY RECORDS CENTERS OPERATED BY THE REPORTING AGENCY IN ACCORDANCE WITH GSA REGULATIONS 3-IV-401.01, AND 3-IV-401.03A, BECAUSE THEY SUBMIT SEPARATE REPORTS ON STANDARD FORM 137, AGENCY RECORDS CENTER ANNUAL REPORT. (SEE GSA REGULATION 3-IV-401.04.) NO VOLUME SHOULD BE REPORTED FOR FEDERAL RECORDS CENTERS WHICH REPORT SEPARATELY.

## DEFINITIONS

"DEPARTMENTAL" MEANS THE HEADQUARTERS OFFICE OF THE REPORTING AGENCY, AS CONTRASTED TO ITS FIELD ACTIVITIES, BUT EXCLUDES AGENCY RECORDS CENTERS.

"FIELD" MEANS THE REPORTING AGENCY'S OFFICES OTHER THAN THE HEADQUARTERS OFFICE AND AGENCY RECORDS CENTERS.

"STAGING, HOLDING AND OTHER STORAGE AREAS" MEANS AREAS AT DEPARTMENTAL OR FIELD LOCATIONS FORMALLY DESIGNATED FOR STAGING AND HOLDING PURPOSES, AS WELL AS ALL OTHER STORAGE AREAS EXCEPT CURRENT FILE ROOMS AND OFFICES, AGENCY RECORDS CENTERS, AND FEDERAL RECORDS CENTERS.

## EQUIVALENTS

FOR THE PURPOSE OF THIS REPORT, VOLUME MAY BE CALCULATED ACCORDING TO THE FOLLOWING TABLE OF CUBIC FOOT EQUIVALENTS:

| FILING CABINETS |       | FILING CASES   |     |     | TABULATING CARDS | OUTSIZED EQUIPMENT       |
|-----------------|-------|----------------|-----|-----|------------------|--------------------------|
| LETTER          | LEGAL | 3x5            | 4x6 | 5x8 |                  |                          |
| 1 1/2           | 2     | 1/10           | 1/8 | 1/4 | 1                | INSIDE CUBIC MEASUREMENT |
| PER DRAWER      |       | PER 12" DRAWER |     |     | PER 10,000       |                          |

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RMS Copy      Rec. Mgmt. 1-4-2  
Special Report

SENDER WILL CHECK CLASSIFICATION FOR TOP SECRET  
☒ UNCLASSIFIED    ☐ CONFIDENTIAL    ☐ SECRET

| CENTRAL INTELLIGENCE AGENCY<br>OFFICIAL ROUTING SLIP |  |   |                |
|--|--|---|----------------|
| TO   | NAME AND ADDRESS                             | INITIALS  | DATE           |
| 1  | Mr. Everett O. Alldredge                     |   |                |
| 2  | Assistant Archivist<br>104 National Archives |   |                |
| 3  |  |   |                |
| 4  |  |   |                |
| 5  |  |   |                |
| 6  |  |   |                |
| ACTION   |  | DIRECT REPLY                                    | PREPARE REPLY  |
| APPROVAL   |  | DISPATCH  | RECOMMENDATION |
| COMMENT  |  | FILE  | RETURN         |
| CONCURRENCE  |  | <input checked="" type="checkbox"/> INFORMATION | SIGNATURE      |

Remarks:

Attached is the Biennial Summary of Records Holdings of Central Intelligence Agency as requested by your regulations. While there are no security classifications placed on this information, the Agency prefers that the information not be published.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

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9/29/60  
☒ UNCLASSIFIED    ☐ CONFIDENTIAL    ☐ SECRET

|   |                                    |              |  |                 |                       |                |  |
|---|------------------------------------|--------------|--|-----------------|-----------------------|----------------|--|
| UNCLASSIFIED  |                                    |              |  | CONFIDENTIAL    |                       | SECRET         |  |
| CENTRAL INTELLIGENCE AGENCY<br>OFFICIAL ROUTING SLIP  |                                    |              |  |                 |                       |                |  |
| 1   | [Redacted]                         |              |  |                 | INITIALS              | DATE           |  |
| 2   |                                    |              |  |                 | <i>Imid</i>           | <i>9-27</i>    |  |
| 3   | <i>Room 1044 Exp Bldg -</i>        |              |  |                 |                       |                |  |
| 4   | [Redacted]                         |              |  |                 |                       |                |  |
| 5   | <i>Low - No Security Objection</i> |              |  |                 |                       |                |  |
| 6   | [Redacted]                         |              |  |                 | <i>to submission.</i> |                |  |
| ACTION  |                                    | DIRECT REPLY |  | PREPARE REPLY   |                       |                |  |
| APPROVAL  |                                    | DISPATCH     |  | RECOMMENDATION  |                       |                |  |
| COMMENT   |                                    | FILE         |  | RETURN          |                       |                |  |
| CONCURRENCE   |                                    | INFORMATION  |  | SIGNATURE       |                       |                |  |
| Remarks:  |                                    |              |  |                 |                       |                |  |
| <p><i>John - as per our telephone conversation today, there is attached a copy of a Biennial Summary Reporty Records Holdings for submission to G.S.A. I will appreciate your viewpoint as to whether this report contains any security implications which preclude its submission.</i></p> |                                    |              |  |                 |                       |                |  |
| TO BE RETURNED TO OFFICE OF ORIGINATOR  |                                    |              |  | AND PHONE NO.   |                       | DATE           |  |
| [Redacted]  |                                    |              |  | <i>Room 604</i> |                       | <i>9/27/69</i> |  |

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| SENDER WILL CHECK CLASSIFICATION   |                     |              |                |
|--|---------------------|--------------|----------------|
| UNCLASSIFIED   | CONFIDENTIAL        | SECRET       |                |
| CENTRAL INTELLIGENCE AGENCY<br>OFFICIAL ROUTING SLIP                                 |                     |              |                |
| TO   | NAME AND ADDRESS    | INITIALS     | DATE           |
| 1  |                     |              |                |
| 2  | <i>Rm 604</i>       |              |                |
| 3  | <i>1016-16th St</i> |              |                |
| 4  |                     |              |                |
| 5  |                     |              |                |
| 6  |                     |              |                |
|  | ACTION              | DIRECT REPLY | PREPARE REPLY  |
|  | APPROVAL            | DISPATCH     | RECOMMENDATION |
|  | COMMENT             | FILE         | RETURN         |
|  | CONCURRENCE         | INFORMATION  | SIGNATURE      |
| Remarks:   |                     |              |                |
| <p><b>NO SECURITY OBJECTIONS</b></p> <p><i>(See attached)</i></p> <p><i>JMTB</i></p> |                     |              |                |
| FOLD HERE TO RETURN TO SENDER  |                     |              |                |
| FROM: NAME, ADDRESS AND PHONE NO.  |                     |              | DATE           |
| <i>1044 I</i>  |                     |              | <i>9/27/60</i> |

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